



# Engineering and Land Surveying, P.C.

Civil • Site • Transportation • Structural • Planning • GIS • Architecture • Land Surveying • High-Definition Mobile Scanning • Construction Inspection

February 4, 2019

Ms. Mona Montal  
Chief of Staff, Director of Purchasing and Operations, Budget Coordinator  
Town of Ramapo  
237 Route 59  
Suffern, New York 10901

RE: **Town of Ramapo**  
**2019 Municipal Town Designated Engineering Services**

Dear Ms. Montal:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to submit this scope of services, project experience and 2019 billing rates to support the Town's Building, Planning and Zoning Department and Town Planning Board.

## PROJECT UNDERSTANDING

Based upon several telephone conversations and our meeting of December 17, 2018, MJ understands that the Town is looking to provide a consulting engineer to support the processing, review and approval of land use applications. The services under this contract are intended to support the Town's Building, Planning and Zoning Department as well as the Town Planning Board.

The Town has specifically requested that the following be provided:

- **Regular Hours at Town Hall:** The Town has requested that MJ maintain regular hours within Town Hall for at a minimum of 1-day week on a regular basis. This is intended to support questions that arise from Town staff and/or walk-ins for applicants or general public. The individual must be available during normal hours of the Town, assumed to be 9 am to 5pm.
- **Attendance at Planning Board Meetings:** It is understood that the Town Planning Board meets once a month, typically on the second or third Tuesday of the month. MJ's attendance at the Board meetings will be to review technical engineering comments issues by MJ, field technical engineering questions that may arise from the Board, applicant or general public and to provide general advisory opinions on engineering topics that are part of the Planning Agenda(s).
- **Review of Land Use Applications:** In order to increase application processing and decrease the burden on the Town's existing technical staff, the Town wants all land use applications, including applications that come before the land use boards or plot plans that may come before the Building Department, to be reviewed.
- **Experience:** The individual who would provide regular office hours and attend the Planning Board meetings must be an engineer licensed to practice in the State of New York with commensurate experience to support the position. Other "back of office" technical support is anticipated to support this individual which may include staff engineers, planners and/or landscape architects.

## QUALIFICATIONS

MJ has been providing consulting services to municipalities for over 30 years. MJ's knowledge coupled with our extensive experience, makes us an ideal choice to provide Town Designated Engineering Services to the Town of Ramapo. The Town has provided municipal engineering, with a focus on technical reviews of planning applications to

1533 Crescent Road  
Clifton Park, NY 12065  
518.371.0799 518.371.0822 (fax)  
mjelspc@mjels.com

mjels.com

Clifton Park, NY  
Watertown, NY  
Huntington Station, NY  
Sewell, NJ



numerous municipalities, including the Town's of Clifton Park, Milton, Wilton, Bethlehem, Rotterdam, Glenville, and East Greenbush.

As a multi-disciplined consulting firm, with more than 100 staff, we offer an array of expertise including:

- Civil engineering
- Structural engineering
- Building architectural services
- Transportation/traffic engineering
- Water/wastewater process and conveyance systems
- Utility master planning and capital improvement plan development
- Planning board consultation
- Land use planning/SEQR assistance
- Regulatory board training
- Grant writing/administration
- MS4 regulatory assistance/compliance
- Geographic Information Systems
- High definition laser scanning and mobile mapping
- Traditional land surveying and mapping
- Construction management/inspection

While this engagement is to support the Building, Planning and Zoning Departments, all of the above expertise is available to the Town should the need arise.

#### **STAFFING**

---

For the staffing of this work, Mr. Mark Riordan, PE will provide both the regular office hours and attend Planning Board meetings. Mr. Riordan has over 22 years of experience in both design and construction. Mr. Joel Bianchi, PE will be the client contract manager, ensuring Mr. Riordan has adequate resources to complete work under this engagement. Other professional staff including civil engineers, traffic/transportation engineers, landscape architects and land use planners will be utilized based upon specific assignments or technical expertise needed.

#### **SCOPE OF SERVICES**

---

##### **Task 01: Regular Hours at Town Hall**

MJ will provide regular office hours one day a week for an 8-hour period during normal business hours of the Town for the remainder of 2019. During regular office hours, MJ will be available to provide consultation to Town planning/building staff, applicant and residence on the following:

- Discuss the Town's land use application process with applicants / residence
- Field questions from applicants on status of application review, in consultation with Town staff
- Review technical comments issues on land use applications with Town staff and/or applicants
- Field general questions with Town staff on land use applications or other development activity in the Town.
- Complete technical reviews of plans/reports when time permits



MJ will provide a report of activities completed during the weekly office hours for the Town's records. This report will be provided on a weekly basis.

**Task 02: Attendance at Planning Board Meetings**

MJ will attend Town Planning Board meetings that occur either on the second or third Tuesday of the month. While at the Planning Board meetings MJ will be available to:

- Summarize any technical reviews issues on applications that are on the agenda;
- Field questions for the applicant(s) or Planning Board members during the course of an applicant's presentation to the Planning Board.
- Assist Town staff is addressing the public's questions that may arise during a public hearing or general public comment period.

**Task 03: Review of Land Use Applications:**

MJ will complete the technical review of submitted plans and reports to ensure conformance to applicable Town and state regulations and sound engineering practices. The primary focus will be to identify issues that need to be addressed during the course of a project's review, including environmental, traffic, stormwater and other engineering design matters. The types of applications that may be subject to MJ's review include:

- Building permit plot plans
- Subdivision plats and supporting studies
- Site Plans and supporting studies
- Special Use Permits and supporting studies

Specific work to be completed includes the following:

- Conduct a site visit to perform a visual assessment of the project site, if necessary.
- Review Part I of the environmental assessment form to gain background information for applications before the Planning Board
- Review project plans for technical "correctness" as it relates to Town Zoning, Town design requirements, and other recognized engineering/planning standards.
- Review the stormwater report and/or stormwater pollution prevention plans for technical "correctness" as it relates to Town and State regulations.
- Review other technical studies including, but not limited to water/sewer reports and/or traffic impact statements.

Technical reviews will be completed by both the primary Town consulting engineer as well as discipline experts, based upon the type and complexity of the application.

Upon completion of each iterative review, MJ will provide written comments to the Town/applicant(s) for consideration and discussion with the applicant. MJ will also

MJ assumes timely and appropriate responses to comments offered and that no more than two (2) iterative reviews will be necessary. If additional reviews are required, additional fees may be necessary.



MJ assumes that the cost for these services will be covered from permit fees and/or escrow agreements set up by the Town. MJ can track labor hours on an individual application basis if so desired.

#### **TECHNICAL ASSUMPTIONS**

In the preparation of the above Scope of Work, MJ has made the following technical assumptions:

1. The Town will provide appropriate office space for the regular office hours. Access to the Town's computer network shall be to the discretion of the Town.
2. The regular office hours tasks assume one day per week. If additional days are requested, the time will be billed on an hourly basis.
3. Regular office hours will be on the same day of or day after the Planning Board meetings unless directed otherwise.
4. The Planning Board meetings are assumed to occur once a month. Should special Planning Board meetings be scheduled, the time will be billed on an hourly basis.
5. The Town shall be responsible for the administration of the statewide Uniform Fire Prevention and Building Code (Uniform Code) and State Energy Conservation Construction Code (Energy Code). MJ may provide technical support as it relates to the review of applications subject to the Uniform Code or Energy Code. However, any advice or opinions rendered by MJ (either verbal or written) that is specific to these codes shall not be constructed as a formal opinion. The Town's Chief Zoning / Code Enforcement Officer is solely responsible for enforcement of the Uniform Code and Energy Code.
6. Any site inspections performed by MJ shall not be considered as "in place" of any required inspections dictated by the Uniform Fire Prevention and Building Code (Uniform Code) and State Energy Conservation Construction Code (Energy Code). MJ on-site support is to provide specific expertise. However, any inspections performed to support building permits must be conducted by a certified Code Enforcement Official or Certified Building Safety Inspector.

#### **FEE SCHEDULE**

MJ proposed to complete the above tasks on a time and material basis as outlined below.

<u>Task</u>	<u>Description</u>	<u>Budget Fee</u>
Task 01	Regular Office Hours 46 Weeks, 2 days / week, 8 hours/day @ \$170/hr	\$125,120
Task 02	Attendance at Planning Board Meetings 11 Meetings, approx. 4 hours/meeting @ \$170/hr	\$7,480
Task 03	Review of Land Use Applications	Fee Estimate Provided per Application Range \$500 to \$6,000

MJ will invoice monthly for work rendered in the prior month. Invoices will include labor hours with explanation of work performed. For Task 03, if the Town desires, individual applications can be tracked separately for billing to applicants through an escrow account.



#### **AUTHORIZATION**

---

Thank you for the invitation to submit this proposal. Please provide the Town's form of contract for execution of this work. We prepared to support this scope of work as soon as the week of February 11, 2019 assuming a contract is in place.

We look forward to the opportunity to work with the Town in the capacity of supporting the Building, Planning and Zoning Department as well as the Planning Board. In the event there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact this office at (518) 371-0799 or contact Joel Bianchi directly at [jbianchi@mjels.com](mailto:jbianchi@mjels.com).

Sincerely,

Michael D. Panichelli, P.E.  
President

Enclosures Bill Rates

**M.J. Engineering and Land Surveying, P.C.**  
**2019 Billing Rates**  
**Town of Ramapo, Rockland Co., New York**

**Technical Staff Rates**

<u>Job Title</u>	<u>Hourly Bill Rate</u>
Principal.....	\$210.00
Project Manager.....	\$170.00
Engineer IV.....	\$140.00
Engineer III.....	\$130.00
Engineer II.....	\$110.00
Engineer I.....	\$100.00
Tech II (Engineer/GIS).....	\$95.00
Tech I (Engineer/GIS).....	\$85.00
Landscape Architect.....	\$130.00
Senior Planner.....	\$130.00
Planner.....	\$95.00
Construction Inspector, NICET III.....	\$110.00
Construction Inspector, NICET II.....	\$90.00
Survey Manager.....	\$150.00
Survey Crew.....	Prevailing Wage (per NYSDOL)

**Reimbursable Expenses**

Mileage.....	\$0.56/mile
Sub-consultant cost.....	Direct Cost + 10%
Others (photocopies, prints, mailing).....	Direct Cost



**Engineering and  
Land Surveying, P.C.**